

COLORADO DEPARTMENT OF TRANSPORTATION REPRODUCTION WORK ORDER (Outside Agencies)										Reproduction assigned order #			
Acct type	Fund	Agency	Organization	Sub	Approp code	Program	Function	Object	Sub. object	Rev source	Sub rev	Grant	
Rept catg	Project	Sub	Phase	PO Agency	PO Doc code	PO Line #	PO Doc #				PO Par/Final ind		
Description of job/Project #							<input type="checkbox"/> RUSH Double charge		Requestors assigned ID #		ORIGINAL(S) TO: <input type="checkbox"/> Return to sender <input type="checkbox"/> Reproduction files <input type="checkbox"/> Other:		
Receipt date			Required date			Requested by							
Deliver to (address)						Requestors phone #		Add'l mailing information					

<input type="checkbox"/> Graphics <input type="checkbox"/> Desktop publishing <input type="checkbox"/> Video		Photography <input type="checkbox"/> B&W <input type="checkbox"/> Color neg. <input type="checkbox"/> Color slide <input type="checkbox"/> print size:				Electronic files (Doc. file name)					
Camera <input type="checkbox"/> Film neg <input type="checkbox"/> Film pos <input type="checkbox"/> Pos mat <input type="checkbox"/> Paper pos <input type="checkbox"/> Half tone				<input type="checkbox"/> Blackline		3060 <input type="checkbox"/> Paper <input type="checkbox"/> Vellum <input type="checkbox"/> Mylar		Color copier (original type) <input type="checkbox"/> paper <input type="checkbox"/> electronic			
# of originals	Copies per original	Paper and Ink Cover type & color		Weight	Ink color(s) <input type="checkbox"/> Black <input type="checkbox"/> Other:	Text type and color	Weight	Ink color(s) <input type="checkbox"/> Black <input type="checkbox"/> Other:	<input type="checkbox"/> Carbonless 2 / 3 / 4 / 5 part Other:		
Printing information <input type="checkbox"/> One side <input type="checkbox"/> Front & Back <input type="checkbox"/> Other: <input type="checkbox"/> Top to top <input type="checkbox"/> Top to Bottom <input type="checkbox"/> Numbering from: _____ to _____						Finish size <input type="checkbox"/> 8.5 X 11 <input type="checkbox"/> 17 X 22 <input type="checkbox"/> Other: <input type="checkbox"/> 8.5 X 14 <input type="checkbox"/> 19 X 25 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 20 X 28				<input type="checkbox"/> Bleed(s) <input type="checkbox"/> Trims <input type="checkbox"/> Cuts	
Bindery information <input type="checkbox"/> Corner staple <input type="checkbox"/> Book staple <input type="checkbox"/> Saddle staple <input type="checkbox"/> Face staple <input type="checkbox"/> Drill/ # of holes: _____ <input type="checkbox"/> Laminating <input type="checkbox"/> Perfect bind <input type="checkbox"/> Hot tape <input type="checkbox"/> GBC <input type="checkbox"/> Wire-o <input type="checkbox"/> Side <input type="checkbox"/> Other: <input type="checkbox"/> Collate <input type="checkbox"/> Wrap <input type="checkbox"/> Sheets/ <input type="checkbox"/> Sets per pad: _____ <input type="checkbox"/> Top								Folds <input type="checkbox"/> Letter <input type="checkbox"/> Dbl parallel <input type="checkbox"/> Z <input type="checkbox"/> Rt. angle <input type="checkbox"/> Other:			
Additional Information						<input type="checkbox"/> Docutec <input type="checkbox"/> small copier <input type="checkbox"/> Microfilm <input type="checkbox"/> A B Dick (<input type="checkbox"/> paper/ <input type="checkbox"/> metal) <input type="checkbox"/> Harris <input type="checkbox"/> Sakurai <input type="checkbox"/> Standard Borg <input type="checkbox"/> Macy <input type="checkbox"/> Rosback Other:					